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SUBJECT: ILSP Working Group Meeting Minutes - 7 July 1988

8. General Issues or Concerns

- A. Parking passes will be issued before components move.
- B. 20% of the OTS people moving to the NHB from off the compound have joined car pools.
- C. Corridors will be carpeted about 30 days after a floor has been fully occupied.

9. Action Item Review

No open action items were reviewed.

10. New Action Items

ILSP-62 Remove lights from room 1S87 to permit
installation of an alarm system
Due - 21 July 1988

ILSP


11. The next ILSP WG meeting is scheduled for 21 July 1988 at 1000 in
3E14 HQs.

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11 July 1988

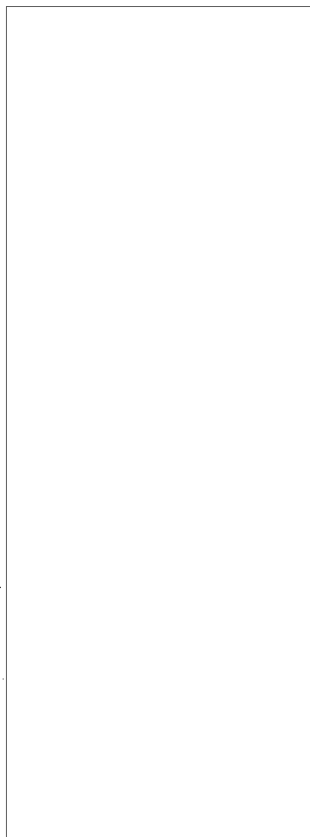
MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

STAT FROM: 
Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 7 July 1988

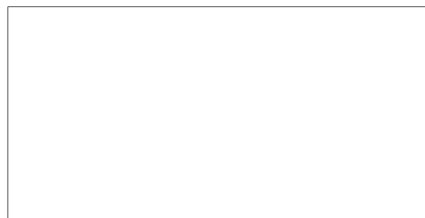
1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 7 July 1988. The following representatives were present:

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ILSP
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ILSP
O/Compt
DCI Representative
DCI/Admin
DA Alternate
DS&T Alternate
ILSP
OIT/CED/SI
OS/HSD
OS Representative
DO Representative
OIT Alternate
OSWR
DI Alternate
OSWR
NESA/Admin
OIT Representative
OS Alternate
OEA Logs
OIR
OS SESD
OGC
ILSP

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Attached is a copy of the meeting agenda. (Attachment 1)

2. The minutes of the previous meeting were approved.

3 OL Topics

- STAT A. [] briefed the latest ILSP Schedule.
(See Attachment 2) There have been no significant changes to the schedule. Consideration is being given to passing out the detailed schedules prepared weekly by the Joint Schedule Forum.
- STAT B. [] said that the phone allocation numbers received from the Directorate ILSP WG representatives have been consolidated and sent to the DDA. The DDA, in turn, will ask each of the Agency DD's to operate within these limits.
- STAT C. [] reported on fit-up and survey work in the NHB.
- . Work on HVAC and electrical modifications for OSWR rooms will to be completed by 27 July 1988.
 - . The construction documents for OIG were completed on schedule.
 - . Work continues on schedule for all OTE classrooms.
 - . The schedule for 100% design drawings for OP has been changed to 18 July 1988.
 - . The design drawings for PPS will be passed to SH&G for developing construction drawings by 11 July 1988.
 - . 100% SE drawings were complete 1 July 1988.
 - . The Design Branch development of design drawings for the OMS Fitness Center is on schedule.
 - . Requirements gathering for OS and for HIC are proceeding on schedule.

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- D. [] reported that 29 OTS Support Personnel moved into the NHB on 5 July 1988 with only minor problems. Other OTS moves have continued on schedule since 5 July. OS said that the 4th floor main entrance is open and staffed by SPOs 24 hours a day, but the hours may be cut back because of minimal usage, especially during 2nd and 3th shift.

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- E. [] said that OMS had approved the safety aspects of the chemicals needed by OTS and the chemicals would start to move into the NHB on the night of 7 July 1988.

STAT

- F. [] reported that Carpet, Partition, and Furniture installations are proceeding on schedule. (Attachment 3) He requested that components not move any furniture or partitions installed in NHB. If components do wish to make such moves after they occupy NHB space, they should request OL to provide the service.

G. OL Issues/Concerns

There were no new OL issues or concerns.

A question about opening windows in the NHB brought the response that windows in the NHB are not fire exits and are not to be opened by occupants. OMS will produce a bulletin on safety features of the NHB for distribution to employees in the near future.

4. OIT Topics

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- A. [] said that OIT will be present to help components resolve problems the morning after they move into their new offices. If a component wishes to disconnect a phone, it must be performed by an OIT technician. Secure and non-secure phones must be separated by 3 feet.
- B. The next computer relocation is the SAFE system scheduled for the Labor Day weekend. Other components moved to 1D16 OHB earlier will be put into operation this week.
- C. OIT Issues/Concern

There were no new OIT issues/concerns.

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5. OS Topics

- A. There will be 18 active alarm systems in the NHB as of 7 July 1988. An action item was assigned to get certain lights removed from 1S87 so that an alarm can be set. There have been no alarm problems with any of the completed moves.
- B. OS stated they are not involved in the safe issue in the NHB. OSWR will have a limit of 99 safes, but will take 124 safes temporarily until the 5 drawer safes they ordered come in. SE has reduced their number of safes by 30% to 40%.
- C. As a new concern, OS said that visitors are showing up at the 4th floor NHB entrance. No visitor badges can be processed at the west entrance until the PASS machines are put in operation on by 15 July 1988.

6. OMS Topics

- A. There was no OMS representative at this meeting.

7. OIR Briefing

STAT briefed on OIR support to the DI components relocating to the NHB. Some of the points made are as follows:

- . ADP support people moving into the NHB will be centralized. OIR is working with OIT, OEA, NESA to review drawings and resolve discrepancies.
 - . OIR aims to resolve newly encountered problems to insure they do not reoccur.
 - . Print destinations need to change. Possibly, dual locations will have to be maintained during the move period.
 - . OIR will work with to get new phone numbers. The numbers go with the jack number and location, not people.
 - . OIR's concern is primarily the move of ADP equipment.
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